

## 1. Flow chart: actions to take in times of emergency

### 2. Items to check regularly

### 3. When an earthquake warning is issued

### 4. When a large earthquake hits

### 5. When the shaking subsides

Proceed to a shelter after confirming that it is safe to do so.

### 6. Shelter map

After getting settled, contact your academic advisor, guarantor, and others to let them know you are safe.

### 7. How to contact your guarantor or friends

### 8. Decide whether to return home

### 9. Provide the university a status update

### 10. Personal information

## 2. Items to check regularly

- Check escape routes and shelter locations at school and home.
- Check where fire extinguishers and indoor fire hoses are located and how to use them.
- Do not leave belongings in evacuation routes or around equipment and devices that generate flames/fire.
- Decide in advance how to contact your family and the university when a disaster strikes.
- Review home routes often and determine how much time they require.
- Actively participate in disaster-preparedness drills.

This pamphlet can be printed out from the university's website, and is located in the Preparing for Emergencies section (<https://www.u-gakugei.ac.jp/emergency/>).

If the university's regular website is not accessible after a disaster strikes, important information will be disseminated on the official emergency website and via the official Tokyo Gakugei University X account.

- Official emergency website:  
<https://sites.google.com/site/gakugeiweb/>
- Tokyo Gakugei University X account:  
<https://twitter.com/TokyoGakugei>

**Emergency university phone number**  
(connects to the main gate guard post): 042-329-7138

## 3. When an earthquake warning is issued

- Move away from windows whose glass might shatter or shelves whose contents might fall out.
- Open doors to ensure that you have an exit.
- Move to a safe location where things will not fall from above or topple over.
- If using a stove or other appliances that use fire/gas, promptly extinguish it.

## 4. When a large earthquake hits

Remember that ensuring your own safety comes first

- Do not run outside in a panic.
- Move away from windows whose glass might shatter or shelves whose contents might fall out, and move to a safe location where things will not fall from above or topple over, monitoring the situation until the shaking subsides.
- When outdoors, stay away from buildings and crouch down in a safe location away from falling objects or collapsing buildings, monitoring the situation until the shaking stops.

## 5. When the shaking subsides

- Continue to be careful about collapsing buildings or objects, because aftershocks may also occur.
- If fire is in use, extinguish it. Shut the main gas valve and switch off electrical appliances.
- To the extent possible, travel in groups, not alone.
- Once aftershocks have stopped and you decide that it is safe to move about, follow the instructions of faculty and school personnel and seek safety at a shelter (which in the university's case is the athletics field—please refer to the shelter map in part 6).
- Advise the university personnel at the shelter that you have arrived.

Take care while en route and when seeking shelter:

- Cover your mouth with a handkerchief, towel, or your sleeve to avoid inhaling smoke or dust.
- Protect your head with your bag or pieces of clothing.
- Use the stairs, not elevators.

## 7. How to contact your guarantor or friends

NTT emergency bulletin board line (for recording and playing back messages)  
This service will be provided when conditions are such that after an earthquake or other major disaster, getting in touch by phone may be difficult. Confirm how you will use the service in advance with your guarantor and friends. The system can be tried out on the first and 15th of each month.

- How the service works: Dial 171 and follow the instructions to record or play back messages.

Main steps

Instructions begin after 171 has been dialed

- To record a message <1>

Register your home phone or other number.  
Enter the number, starting with the area code.  
○○○-○○○-○○○○

- Begin recording <1#>

- Play back a message <2>

Enter the person's registered phone number, starting with the area code.  
○○○-○○○-○○○○

- Begin playback <1#>

- Devices that can be used: Private land lines, public, or cell phones (check NTT's website for details)
- Phone numbers from areas that may be hard to reach due to a disaster can be registered.
- You may need to perform special operations, such as pressing the pound key (#) to transmit the dual-tone multi-frequency signaling 1 or 2 after dialing 171 and connecting to the emergency bulletin board line in the case of some communications devices.

Cellphone service providers' emergency bulletin board lines (for text messages)

From your cellphone you can use these services to leave text messages and information about your whereabouts or check other people's messages after an earthquake or other major disaster has occurred.

- Work out in advance with family members how you will use these services.

- How to access emergency bulletin board lines: Enter the emergency bulletin board sites all the mobile phone companies have set up on their respective top pages.

- Recorded messages can be checked with PCs via the Internet as well as with cellphones.
- You can check how to use the emergency bulletin boards by typing in the addresses listed below.

- NTT Docomo: <http://dengon.docomo.ne.jp/Etop.cgi?es=1>
- au: <https://dengon.ezweb.ne.jp/E/service.do>
- Softbank: <http://dengon.softbank.ne.jp/pc-e1.jsp>

- Available in case of disaster.



# Disaster Preparedness

For students

We have compiled this pamphlet to provide students with information about what they need to think about as they make ongoing preparations for the occurrence of a large earthquake or other disaster, and what actions they should take when disaster strikes.

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## 10. Personal information

Name Katakana  
Alphabet

Student ID

Address

Phone number (cell)

Birthdate

Blood type

Chronic diseases, allergies

Prescription medicines

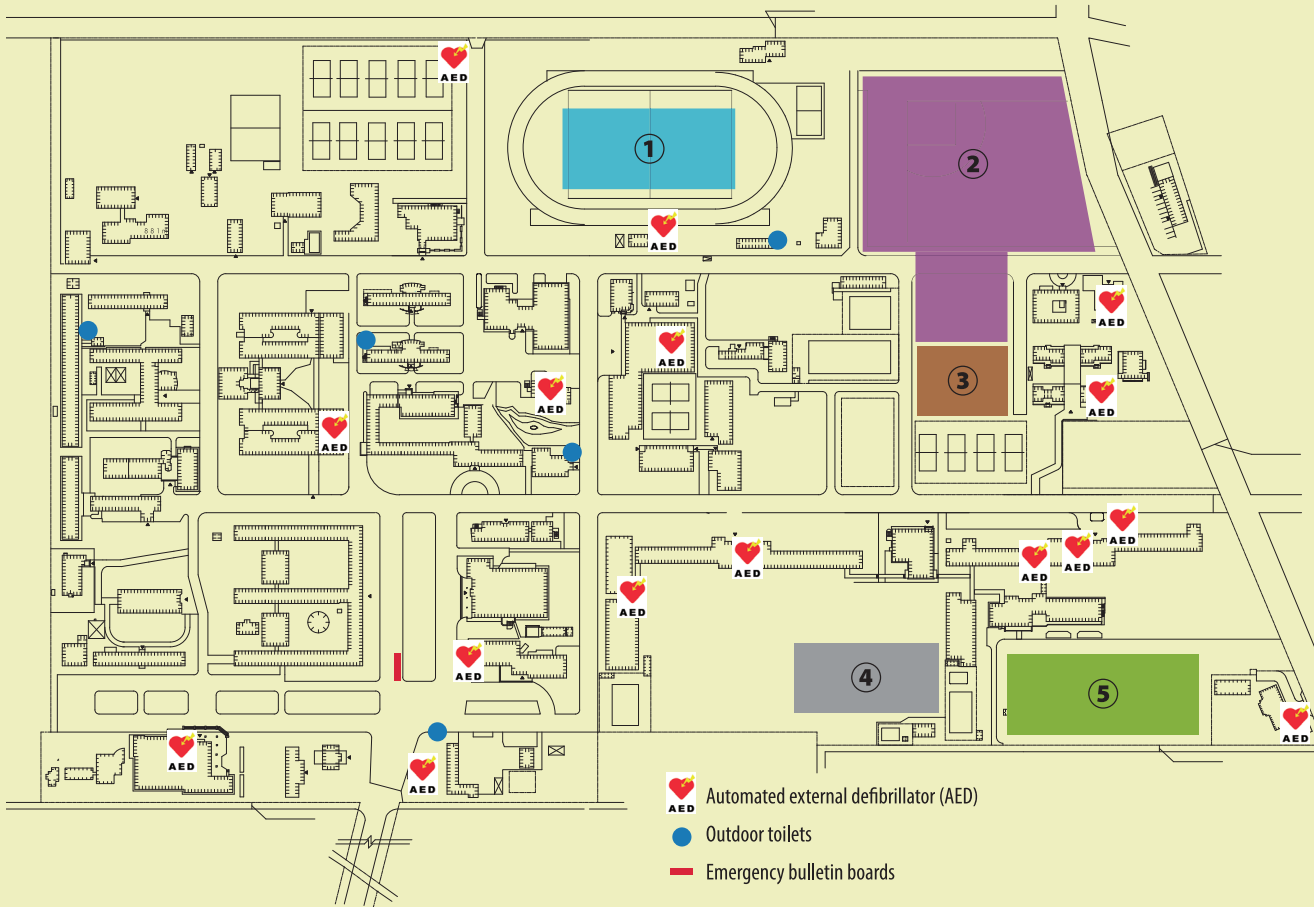
**Emergency contact (other than home number)**

Name, relationship

Address

Phone number

## 6. Shelter map



① Students, university personnel, Gakugei no Mori day care center staff and children

② Refugees from Kodaira, Koganei, and Kokubunji

③ Affiliated kindergarten's Koganei facility

④ Affiliated Koganei Junior High School

⑤ Affiliated Koganei Elementary School

Automated external defibrillator (AED)

Outdoor toilets

Emergency bulletin boards

## 8. Decide whether to return home

- Please stand by at the campus shelter until the emergency task force provides instructions.
- Once the emergency task force provides instructions after any aftershocks have subsided and the situation has stabilized, use your own judgment to decide whether to return home, bearing the following items in mind:
  - Decide whether to return home after obtaining accurate information from TV, radio, and reliable news sites about the situation related to transportation companies' operations, whether there are power outages, and other disaster-related information pertaining to the surrounding area.
  - As a rule of thumb, you can return home on foot after a disaster if the distance is under ten kilometers. If the circumstances permit, it is possible to return home if the distance is ten to twenty kilometers. However, it may be difficult to return home if the distance is more than twenty kilometers. Other factors, such as the amount of traffic congestion on the roads, may decide whether or not it is possible to return home.
  - Be mindful of the time at which the sun sets and plan according to avoid traveling at night.
  - At all cost, do not try to get back home if the circumstances make it impossible to guarantee safety.
- If you are unable to return home:
  - Please stand by at one of the campus shelters—such as the gym—that the university has prepared if you are on campus or in the vicinity.
  - Please take shelter at a shelter established by the nearest municipality if you are off campus.

## 9. Provide the university a status update

Please notify the university that you are safe once the situation has settled down.

Sending email notifications

• Recipient: [g-anpl@u-gakugei.ac.jp](mailto:g-anpl@u-gakugei.ac.jp)

• Subject line: Status report to Gakugei U, student name and ID

• Items to include:

1. Student ID number

2. Name

3. Your status following the disaster

a. Safe b. Injured c. Badly injured (able to seek shelter by yourself)  
d. Badly injured (requiring assistance—provide your current location)

4. Location

a. On campus b. At home c. Away from home  
d. In your hometown, or traveling

If off campus or away from home, please provide your current location or the shelter where you plan to stay

5. Other information (for example, anything you might know about your university friends)

Notes:

1. If at home, please send an email status update as quickly as possible if you receive instructions from the university by email or from our website. However, if the university has been hit by an earthquake whose magnitude is in the lower 6 range or greater, please send an email status update without waiting for instructions from the university, even if you are at home.

2. You can also report by postcard if you are unable to use email, including the same items as for an email update.

Address: Student status reports, Tokyo Gakugei University, 4-1-1 Nukulkitamachi, Koganei-shi, Tokyo 184-8501